



City of South Bend

Vacancy Announcement

Post Date: Wednesday, March 11, 2015

Closing Date: Until Filled

TENNIS ATTENDANT/INSTRUCTOR-LEEPER PARK

Category: Seasonal

Department: Parks

Reports To: Athletic Supervisor

Schedule: 20-25 hours/week, Monday-Sunday. Schedule may vary based on departmental needs.

Pay Rate: \$8.00-\$10.00/hr. (Non-exempt)

Position: SUMMARY

Oversees front counter by providing customer service to the general public in answering the phone properly, answering questions, registering them for classes/leagues/tournaments/rentals or day to day play. Works in the concessions stand selling and stocking product when needed. Handles money and assists with the balancing of daily deposits. Plans, organizes, and implements class instruction for all ages. Demonstrates skill and plays the sport of tennis.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

- Serve as a representative of the City of South Bend, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with the other employees and with the public.
- Collects fees and performs cash register operations for classes/leagues/tournaments/rental or day to day play.
- Stocks concessions stand area with products.
- Sells products at concession stand to the public.
- Keeps concession area clean.
- Collects fees for products at concession stand.
- Demonstrates, teaches, and plays tennis with class/league participants.
- Plans lessons for classes.
- Supervises participants in the tennis classes/leagues/tournaments and park environment, ensuring participants' safety.
- Performs daily park maintenance including but not limited to cleaning front desk area, picking up trash, and keeping windows and doors clean.
- Performs other duties as assigned.

QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIREMENTS

- High school graduate or equivalent preferred.
- Knowledge of tennis, the ability to play, and the ability to teach youth the basics of the sport required.

KNOWLEDGE, SKILLS AND ABILITIES PREFERRED

- Knowledge of counting money and giving change.
- Ability to operate or learn to operate a cash register.
- Ability to deal effectively with the public.
- Ability to effectively supervise youth and groups.

CERTIFICATES, LICENSE, REGISTRATION

- Valid Driver's License required.
- CPR/AED/First Aid Certification required or able to obtain within days of the program beginning.

EQUIPMENT

Copy and fax machine, cash register, mobile or portable phone, telephone, calculator, various tennis equipment, various concession equipment, broom, mop, sweeper, leaf blower, specific equipment to clean tennis courts.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, sit, talk, or hear. The employee is required to walk, use hands to finger, handle, or feel objects, tools, and controls, and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, run, or crawl. The employee must be able to stand or sit for long periods of time. The employee must be able to occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. At times the heat and noise level can be extreme.

WORK ENVIRONMENT

This work is performed at a tennis facility with an office and concession stand. The noise level at the facility can be quiet, moderate to loud. The employee will be exposed to various weather conditions.

EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

TO APPLY

All applications for currently posted positions will be submitted online at www.southbendin.gov or at the City of South Bend Office of Human Resources, 227 W. Jefferson Blvd., 12th Floor, South Bend, IN 46601.

Pre-Employment Drug Screen Required

Criminal Background Check Required